

September 9, 2019

TO: Interested Applicants
FROM: Tracy Hall, HR Coordinator
RE: Job Posting

The following position is being advertised through the City Website and local media. Anyone interested in the position should formally apply.

Transit Manager

The City of Marshall is looking for a part-time Transit Manager (30 hrs / week). This position plans, organizes, and directs the activities and operations of the Transit Department. This position also works with Motor Pool to coordinate vehicle maintenance and repairs; supervises and schedules all department personnel; oversees operations by monitoring customer service, personnel issues, and prepares budget; files all state and federal reporting; and assists in purchasing buses as needed. Starting wage is \$21.50/hr. Submit application and resume online at www.cityofmarshall.com. Application deadline, September 22, 2019. Equal Opportunity Employer

CITY OF MARSHALL

JOB DESCRIPTION

JOB TITLE: Transit Manager (part-time)

AFFILIATION: None

REPORTS TO: Finance Director

SUMMARY

Plans, organizes, and directs the activities and operation of the Transit Department. Works with Motorpool to coordinate vehicle maintenance and repairs. Supervises and schedules all department personnel. Additionally, oversees operations by monitoring customer service, personnel issues, and prepares budgets, files all state and federal reporting, and purchases buses as needed.

PRINCIPAL DUTIES AND RESPONSIBILITIES

(An * denotes duties or responsibilities judged to be "essential functions" in terms of the Americans With Disabilities Act or ADA)

- Informs Director of the need to establish or revise transportation routes and change driver staffing needs.*
- Works with Federal regulatory agencies and the Purchasing Department to apply for funding to replace buses.
- Works with the Director to increase and ensure the viability of DART through marketing and expansion of services.
- Prepares periodic reports for regulatory agencies. Personally communicates with these entities as appropriate.*
- Monitors transportation schedules and solves day-to-day problems such as driver absenteeism, last minute schedule or personnel changes and requests for special pick-up locations.*
- Coordinates the interviewing, orienting, and evaluating of drivers. Resolves day-to-day questions and problems.*
- Solicits grant funding from a variety of sources.

TRANSIT MANAGER

- Administers outside service contracts related to Dial-A-Ride or Albion-Marshall Connector.*
- Implements and facilitates radio and camera equipment on the buses.
- Assures that all drivers understand and comply with special child restraint laws, DOT policies and departmental procedures.*
- Submits requests for purchase or service authorization to Director.
- Dispatches as needed.
- Develops the annual budget for both Dial-A-Ride and Albion-Marshall Connector.*
- Provides pre-requisite training for new bus drivers in the area of CDL (Commercial Drivers License) and departmental transportation procedures.*
- Periodically monitors bus drivers' performance by riding the bus while observing: safe driving practices, child management techniques, handicap passenger management techniques, passenger communications, and pre-trip inspection.*
- Prepares state reports including necessary quarterly reports and annual grant application reports.
- Periodically attends instructional and informational seminars and meetings dealing with public transportation.
- Deals with the public regarding questions and concerns as they relate to D.A.R.T. or AMC operations or personnel.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all job duties that may be performed by such a person.

QUALIFICATIONS

Education: The job requires knowledge normally acquired through the completion of a general high school education and higher learning. Must be computer literate and have supervisory experience. Experience working with state and federal transit agencies is beneficial.

Experience: One to three years of related and progressively more responsible work experience as a transit supervisor.

TRANSIT MANAGER

Other Knowledge, Skills and Abilities:

Knowledge of Marshall City streets and routes is required.

Skill in dealing effectively with the public is required.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

Date Revised: September 28, 2018